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FILE

O & M L

DD/S 69-2406

MEMORANDUM FOR: Chief/Support Services Staff

**SUBJECT : Proposed Revision to [redacted]
Missions and Functions of the Historical Staff**

Bob:

I have taken a look at the missions and functions for the Historical Staff as attached to [redacted] memorandum to you of 17 April 1969, and have discussed the paper briefly with Messrs [redacted] and Coffey.

I understand that [redacted] and company are trying to resolve the "provide guidance to Agency records management" ideas, and we certainly feel that this must be clarified to restrict such "guidance" to purely historical records.

Within the Historical Program, it is understood that each Directorate will establish its repository and thus maintain control over its historical documents. The proposal to write into the functions the establishment of a Federal repository is thus contrary to current understanding. It seems to me that such a decision should not be in a regulation as a flat and that the wording should be changed to something akin to "establish and maintain a repository system for histories produced."

I also find the paper lacking any definition of "Agency Historical Program." Certainly the mission, as described, is not descriptive of a broad program.

[redacted signature box]

Chairman

Support Services Historical Board

**Att: Memo dtd 17 Apr 69 to C/SSS
frm AO-O/DCI, subj: Revision to
[redacted] Mission and Functions of the
Historical Staff**

SOS/DDS:RBW:dlk (26 May 69)

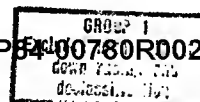
Distribution:

Orig - Adse w/cy of att (DD/S 69-1782)

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20 May 1969

NOTE FOR:

RE : Historical Staff "Missions and Functions"

Re (3)(b)(3): the "provide guidance to Agency Records Management etc." should certainly be qualified - to restrict to purely Historical records problems.

(5): The establishment of a central repository is contrary to present understanding -- i.e., each Directorate establishes own repository, and maintains control over its documents. I have discussed this point with who promised to discuss it with Dr. Ehrmann. In any event, I doubt that other DD's will agree to this central repository; if they do, it will be on an extremely selective basis which retains sensitive documents in the Directorates.

I find the paper lacking any definition of "Agency Historical Program." Certainly the Mission, as described, is not descriptive of a broad program.

You may wish to pass these preliminary comments on to



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26 March 1969

HISTORICAL STAFF "MISSIONS AND FUNCTIONS" FOR HR PARA.

(3) HISTORICAL STAFF

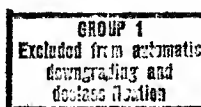
(a) Mission. The Chief, Historical Staff is responsible for the development and implementation of a program to record:

- (1)** The role of the Director of Central Intelligence as the coordinator of the US intelligence effort.
- (2)** The performance of the CIA in the support of national security.

(b) Functions. The Chief, Historical Staff shall:

- (1)** Develop a program to write the history of the DCI and the CIA, including its headquarters activities and field operations.
- (2)** Coordinate, direct, and review the implementation of the Agency historical program.
- (3)** Participate in establishing criteria to identify Agency records of historical value, and provide guidance to Agency records management, retention, and disposal programs.
- (4)** Develop and maintain a collection of research aids and selected documents to assist Agency historical writers.
- (5)** Establish and maintain a central repository of histories produced under the Agency historical program.
- (6)** Serve as historical adviser to the Director and provide guidance to Agency officials on historical subjects and such other support as may be requested pertaining to historical matters of interest to the Agency.

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Executive Registry

69-2048

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17 April 1969

MEMORANDUM FOR : Chief, Support Services Staff, Office of
the Deputy Director for Support

SUBJECT : Revision to [] Mission and Func-
tions of the Historical Staff

Attached is a revised statement of the Historical Staff's mission and functions for inclusion in [] The Executive Director-Comptroller agrees in principle with the revised statement. If there are any questions, please contact Dr. Howard M. Ehrmann, [] after 12 May. Prior to that date, please contact []

Signed

[]
Administrative Officer, O/DCI

AO/DCI: PPB/cw: 4/17/69

Orig & 1 -- Addressee
1 -- EO/DDS/
1 -- ER/DCI

Attachment

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